

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Public Health Education Specialist
POSITION NO:	07136
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	13
STARTING SALARY:	\$27,949 annually is entry-level salary
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is required at time of application.

TYPICAL DUTIES: This position is responsible for facilitating and processing food instruments. Performs quality assurance checks on food instruments to determine appropriate redemption procedures. Develops and provides training to Women, Infants and Children (WIC) contractors and vendors. Completes monthly collection of the infant formula rebates. Develops statewide WIC outreach plan and implements educational newsletters. Additional responsibilities include State Plan coordination and grant writing.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of public relations and marketing principles; computer technology; layout and design; principles of analysis and research; basic office practices and procedures; business English, composition and maintaining a complex filing system.

Skills: Skill to write clearly and concisely; listen effectively and transmit information accurately; compile and analyze data and communication from multiple sources; use and learn database

software; prioritize project goals; and work under deadline pressures.

Abilities: Ability to interpret and communicate program rules and policies; assemble, compile and analyze data and communicate results; communicate effectively both verbally and in writing; create and maintain effective working relations with other employees, retailers, distributors, local agencies, WIC participants and media liaisons; analyze needs and train authorized retailers, local agency retailer coordinators and others.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business, Marketing, Journalism, or related field **AND** one to two years of related marketing, health education, or grocery retail experience. Relevant experience may substitute for education on a year for year basis. Equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she

is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.